



**City and County of San Francisco
Juvenile Probation Department**

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JJC Protocol on Staff Equipment for Covid-19

Youth and staff safety and wellness are chief concerns and because we now know that people without symptoms sometimes pass the coronavirus to others, we have new guidelines for Juvenile Justice Center staff working directly with youth in the facility. These guidelines reflect several realities in facing the challenges of fighting the spread of COVID-19 and are consistent with the latest SFPD guidelines.

1. All JJC staff will be issued a mask for use while at work. All ancillary JJC staff entering the facility shall also be issued a mask (kitchen staff, Laundry and clerical).
2. JJC staff shall be issued a mask, copy of this policy and paper bag for safely storing their mask when not in use.
3. Staff should write their name on the paper bag and on the strap of their mask (do not write on the mask itself).
4. Staff shall perform hand hygiene -washing hands with soap and water or using hand sanitizer – before AND after touching your face or mask
5. To prevent contamination of the inside of the mask (side touching your face), store your mask by always placing the exterior side of the mask face down inside the bag.
6. Following each use of the mask, cover the inside of the mask with a new paper towel after placing in paper bag.
7. Masks shall be used until they are wet, soiled or damaged. Staff will receive a replacement mask upon request.
8. The ability to replace masks is very limited. Staff are required to maintain their masks to the extent that they remain in good repair for as long as possible.
9. Torn or damaged masks shall be reported to the Officer of the Day immediately.
10. Disposal of masks: Masks placed in paper bag prior to being disposal in trash receptacle.
11. JPD issued masks shall only be used inside JJC and not in community.

These procedures are subject to change based on updates from the Department of Health